

REQUEST FOR APPLICATIONS
FOR
TOLERANCE EDUCATION PROGRAMS

January 2001

**California Department of Education
Safe Schools and Violence Prevention Office
660 J Street, Suite 400
Sacramento, CA 95814**

Table of Contents

I.	Introduction	3
II.	Background	3
III.	Requirements	3
	A. Eligibility	4
	B. Grant Funding	4
	C. Grant Program Description	4
	D. District/County Coordinator	6
	E. Training	6
	F. Timeline	6
IV.	Application Requirements	7
	A. Rating Criteria	8
V.	Grant Award Terms	9
	A. Compensation	9
	B. Retention of Records	9
VI.	Evaluation Process	10
	A. Reviewing and Scoring Applications	10
	B. Grievance Procedures	10
APPENDIXES		
A.	Letter of Intent	1
B.	Grant Application	2
C.	Drug-Free Workplace Certification	12
D.	Resources	13

Tolerance Education Program

I. Introduction

The purpose of this Request for Applications (RFA) is to select and fund school districts and county offices of education (COEs) that develop and implement tolerance education programs which enable pupils and teachers to participate in educational programs focused on fostering ethnic sensitivity, overcoming racism and prejudice, and countering hatred and intolerance.

The California Department of Education (CDE) will allocate \$2,000,000 to help educators implement the teaching of tolerance and to use various strategies to eradicate hatred and intolerance. The grant allocation period is for two years beginning May 1, 2001 and ending April 30, 2003.

Applications for tolerance education funds must be received by April 2, 2001, and funds will be awarded to successful applicants beginning April 30, 2001. Applications may not be written by outside consultants hired to write the plan.

II. Background

Recognizing that hate violence in schools across the state is dramatically increasing, the Legislature passed Assembly Bill (AB) 1931, Chapter 959, Statutes of 2000 (Scott). AB 1931 directs CDE to establish a grant program providing students and teachers immediate access to resources and strategies offered through educational programs to address current ongoing hate violence incidents.

As required in the legislation, this grant program will allocate the funds according to competitive bands based on average daily attendance as follows:

- A. Districts with less than 2,501 average daily attendance (ADA)
- B. Districts with more than 2,500 ADA but less than 5,001
- C. Districts with more than 5,000 ADA but less than 15,001
- D. Districts with more than 15,000 ADA but less than 30,001
- E. Districts with more than 30,000 ADA
- F. County offices of education

III. Requirements

Education Code section 233.8, added by AB 1931, Chapter 959, establishes a grant program for school districts to enable pupils and teachers to participate in educational programs fostering ethnic sensitivity, overcoming racism and prejudice, and countering hatred and intolerance. Hate violence and intolerance impacts not only the individuals or groups victimized, but also has a dramatic impact on the learning environment for all pupils.

For purposes of this grant program, hate violence and intolerance refers to behavior directed toward persons because of race, religion, disability, nationality, sexual orientation, and gender identity. Available grant funds will be awarded to selected applicant school districts and/or county offices of education submitting proposals according to the enrollment bands as designated in Section II of this RFA.

A. Eligibility

All districts and COEs are eligible to apply for tolerance education grant funds to implement a program in California public K-12 schools. Individual school sites are not eligible to apply. Charter schools cannot apply if they are part of the new funding model.

B. Grant Funding

Eligible grant awardees will receive funds to implement a tolerance education program in the schools within their district or county. The distribution of the \$2,000,000 allocation for this grant program will be disbursed as follows:

Band	Enrollment	Funding Total
A	Less than 2,501 ADA	\$140,000
B	More than 2,500 ADA but less than 5,001	\$140,000
C	More than 5,000 ADA but less than 15,001	\$520,000
D	More than 15,000 ADA but less than 30,000	\$400,000
E	More than 30,000 ADA	\$600,000
F	County offices of education	\$200,000

The disbursement of the grant allocation is based on the district and county average daily attendance compared to the statewide average. The amounts to be awarded per district or county office will be as follows.

Band	Number of Grants	Grant Amount
A	7	\$20,000
B	7	\$20,000
C	13	\$40,000
D	10	\$40,000
E	10	\$60,000
F	5	\$40,000

C. Grant Program Description

The purpose of the tolerance education program is to provide students with the means to use effective strategies to reduce and/or eliminate hate motivated behavior towards other students or groups of students in school and in the school community. Funding is provided to initiate and implement programs using the following approaches:

- provide training to students and teachers to foster sensitivity to overcome intolerance
- integrate tolerance education strategies into the curriculum
- design a program using the four principles of effectiveness

To promote the most efficient use of resources and to fund programs that demonstrate an effective program, CDE supports the following Principles of Effectiveness as adopted by the United States Department of Education. Each grant application must show evidence of each of the Principles of Effectiveness in order to be considered for funding.

Principle 1: Conducting a needs assessment

The program must be based on a thorough needs assessment of objective data about conflicts or other evidence of intolerance or hate motivated behavior in the schools and communities served. This information should help establish the need for the program. A description of existing conflict reduction efforts and activities in the community should also be included in the assessment.

Principle 2: Setting measurable goals and objectives

The grant recipient shall establish a set of measurable goals and objectives (based on the needs assessment data) and design activities to meet those goals and objectives. For the purposes of this RFA, a **goal** is defined as a general statement of a long-range target or purpose and should directly address the needs identified in the needs assessment process. It must be results (not process) oriented.

Measurable Objectives should be stated positively and when accomplished should lead to the goal. Components of an objective include a time frame, target of change, results to be achieved, and criteria for measuring results.

Principle 3: Employing effective research-based programs

All applicants must design and implement a program for youth based on research or evaluation that provides evidence that the programs used will prevent or reduce violence or disruptive behavior among youth.

Appendix D of this RFA includes references and technical assistance resources to assist applicants in selecting tolerance education programs that have proven effectiveness.

Principle 4: Conducting program evaluation

Grantees must evaluate their program quarterly to assess progress toward achieving their goals and objectives, and use the evaluation results to refine, improve, and strengthen the program and to refine goals and objectives as appropriate.

D. District/County Coordinator

The district or county must designate a coordinator who is responsible for coordinating the planning and implementation of the tolerance education program at school sites within the district or county. The coordinator's role, for purposes of this grant program, is as follows:

- Participate in the grant writing process;
- Have full knowledge of and agrees with the contents of the tolerance education grant proposal submitted for funding;
- Implement educational programs in the curriculum to integrate the teaching of tolerance;
- Provide training to teach skills that facilitates student-led discussions to make changes in students' personal awareness of tolerance issues;
- Ensure active participation of students in educational opportunities that foster ethnic sensitivity to overcome racism and prejudice and counter hatred and intolerance;
- Provide in-service training to empower teachers to foster tolerance education and create a positive classroom environment;
- Provide opportunities for parents to be involved in discussions regarding tolerance education;
- Integrate tolerance education strategies with other funding sources, including AB 1113 (Carl Washington Safe Schools and Violence Prevention Act) funds and Safe and Drug-Free Schools and Communities Act (Title IV) funds;
- Identify and explain existing strategies being used that promote tolerance among the school community.

E. Training

The applicant must include provisions for providing training to students that promise the most direct and immediate student impact. Training should include information and strategies necessary to address hate-motivated behavior on their campus and should promote the acceptance of diversity, peacemaking, community service, or any other aspect of tolerance education. In-service training that focuses on equity, respect, and tolerance must be provided for teachers as a component of the tolerance education grant program to help teams of educators integrate the teaching of tolerance into their school's curriculum.

F. Timeline

RFA announced on web site	January 22, 2001
Letter of Intent to Apply due to SSVP	February 15, 2001
Proposals due to SSVP by 5:00 p.m.	April 2, 2001
Application review and selection	April 10-12, 2001
Post grant recipients on web site	April 24-30, 2001
Notification of Grant Award mailed	April 30, 2001
Grant period begins	May 15, 2001
Grant period ends	May 14, 2003

IV. Application Requirements

Letter of Intent to Submit an Application: Applicants who intend to submit a grant application in response to this Tolerance Education Program RFA should submit a *Letter of Intent* by February 15, 2001. Use the *Letter of Intent* form included in this RFA. Mail it to the Safe Schools and Violence Prevention Office at 660 J Street, Suite 400, Sacramento, CA 95814 **or** fax it to (916) 323-6061. Failure to submit a *Letter of Intent* by the deadline date will **not** disqualify an applicant.

Grant Application: The application consists of nine parts —the cover page (Part 1), Assurances (Part 2), Program Description (Part 3, 3a), Needs Statement (Part 4), Goals and Measurable Objectives (Part 5), Activities Planned (Part 6) Timeline (Part 7), Evaluation (Part 8), Budget Summary (Part 9), and the Drug-Free Workplace Certification. All applications will be subject to a technical review in order to ensure that requirements are met. Incomplete applications or those not meeting the application requirements will be rejected.

Cover Page: The cover page requests general information about the applicant. **Original signatures** are required from the District or County Coordinator and District or County Superintendent. All requested information must be included or the application may be disqualified.

Assurances: The Assurances page must clearly identify the applicant district or county and must be signed by the District or County Superintendent.

Grant Application: The applicant shall complete each of the narrative sections of Parts 1 through 9 contained in the application (Appendix B). All responses must be confined to the space provided.

Supportive Materials: The district or county may submit a maximum of three letters of support with the application. Any additional attachments will not be read by the reviewers.

Drug-Free Workplace Certification: Applicants must submit an original completed State of California *Drug-Free Workplace Certification*, Std. 21 Form (Appendix C) **signed by the District or County Superintendent** verifying compliance with *Government Code* section 8355 in matters relating to providing a drug-free workplace. (Additional copies are not required).

Format and Specifications: Text must be single-spaced. Use a 12-point font that does not exceed six lines per inch (this page is printed in 12-point font). Maintain one-inch margins. Staple the application in the upper left-hand corner. Do not bind the application. **The application narrative may not exceed seven single-sided pages.**

Copies: Applicants must submit an original and three copies of the application.

Application Deadline: Completed applications must be received (not postmarked) in the Safe Schools and Violence Prevention Office **by 5:00 p.m. on April 2, 2001.**

Applications postmarked prior to April 2 but received after the 5:00 p.m. deadline will not be considered for funding. Faxed applications will not be accepted. Proposals submitted electronically will not be accepted.

All proposals must be clearly labeled on the outside of the envelope with the proposal title: Request For Applications, Tolerance Education Program Grant. Mail or hand-deliver the proposal to:

**Bonnie Williamson
Safe Schools and Violence Prevention Office
660 J Street, Suite 400
Sacramento, CA 95814**

Schools that wish to receive confirmation of receipt of their application should enclose a stamped, self-addressed post card with their application.

A. Rating Criteria

Eligible applications will be read and rated by trained teams of reviewers for a maximum of 100 points. Each application will be evaluated based on a two-part scoring system: (1) analytical rating criteria (80 points maximum), and (2) overall criterion (20 points maximum) described in the matrix on page 11 of this RFA.

Analytical rating criteria (80 points):

Program Description (15 points)

- Provides clear evidence of how the training for tolerance education will complement existing programs or other safe school/violence prevention strategies
- Identifies how tolerance education will be infused into the entire school program including curriculum, extra-curricular activities, and discipline policies
- Describes how attendees at the training sessions will work together to implement the training at the school sites and continue the program after the grant funding expires
- Describes an effective strategy for involving **all** youth in tolerance education strategies
- Proposes a planned, effective approach for involving parents, families, and the community including local law enforcement agencies in reinforcing strategies related to tolerance education

Needs Statement (15 points)

- Provides district and/or county data that substantiate the need to implement a tolerance education program
- Identifies input from a variety of sources including, but not limited to, students, teachers, school personnel, parents, law enforcement, and community members
- Indicates the district or county use of the AB 1113 school safety block grant funds and how the use of those funds impact the school's prioritized needs

Goals and measurable objectives (10 points)

- Describes the district or county goals in implementing a tolerance education program
- Includes measurable objectives to be accomplished by implementing tolerance education training for students and teachers

Activities Planned (15 points)

- Describes project activities; includes expected results of the activities planned
- Provides information on the anticipated number of students and teachers to be involved in each of the activities planned
- Explains how more students will be involved in the program; includes information on plans to work with other youth clubs and organizations

Timeline (5 points)

- Provides a schedule of activities or tasks including dates, description of activities, and person(s) responsible

Evaluation (10 points)

- Clearly describes how the district will determine the degree to which the measurable objectives, stated in Part 5, are accomplished
- Describes the behaviors, skills, and/or attitudes that will be ensured to determine program effectiveness

Budget Summary (10 points)

- Budget provides sufficient detail for types of expenses anticipated for training and program implementation costs for a tolerance education program

V. GRANT AWARD TERMS**A. Compensation**

Seventy-five percent of the awarded funds will be provided at the beginning of the grant period, and the remaining 25 percent will be provided upon receipt of a progress report at the end of the first year. The report shall include a self-evaluation of meeting the goals and measurable objectives as set forth in the grant proposal.

B. Retention of Records

The grant award recipient shall maintain accounting records and other evidence pertaining to costs incurred with the provision that they are available by the grant recipient during the grant award period and thereafter for five full years from the date of the final payment. CDE must be permitted to audit, review, and inspect the activities, books, documents, papers, and records during the progress of work and for five years following final apportionment of funds.

VI. GRANT REVIEW PROCESS

A. Reviewing and Scoring Applications

After receipt of the applications, CDE will review each application to determine whether the applicant meets the format and technical requirements in Section IV of this RFA. Applications that do not meet the stated requirements will not receive further review and consideration. Applications that do pass the technical review will be scored using the Analytical Rating Criteria (page 8) and Overall Rating Criterion (page 11).

CDE will post a notice of the proposed grant recipients during April 16 through April 20, 2001 between 8:00 a.m. and 5:00 p.m. Copies of the rating sheets and applications will be available for public inspection during this same period in the Safe Schools and Violence Prevention Office, 660 J Street, Suite 400, Sacramento, CA. Following the posting period, CDE will formally notify the grant recipients.

B. Grievance Procedures

Protests to the grant awards shall be filed within five (5) working days of the initial posting of the list of proposed grant recipients. Only those districts or county offices of education that submitted applications may protest the grant award. Protest shall be limited to the grounds that CDE failed to apply correctly the standards for reviewing the applications as specified in this RFA. The protesting applicant(s) must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester's position, and the remedy sought. Protests must be addressed to:

Henry Der, Deputy Superintendent
Education Equity, Access and Support Branch
California Department of Education
721 Capitol Mall
Sacramento, CA 95814

At his sole discretion, the Deputy Superintendent may hold oral hearings, review written briefs, or both. His decision shall be the final administrative action afforded the protestant.

TOLERANCE EDUCATION PROGRAM OVERALL RATING CRITERION (20 points)

Overall criterion: In every aspect, the application has a well-developed plan to support a tolerance education program through training of pupils and teachers and integration of tolerance skills into the curriculum. Applicants will receive between 0 and 20 points based on how well the application demonstrates this overall criterion.

16-20 points	11-15 points	6-10 points	0-5 points
<p>☐ Application presents an exceptional plan that is clear, concise, and responsive to the requested elements. Each section of the application contains a convincing, logical presentation often tied to information presented in other parts of the application, such as needs statement.</p>	<p>☐ Application presents a clear and feasible plan that is responsive to nearly all of the requested elements. Most of the sections contain a convincing, logical presentation by including appropriate evidence.</p>	<p>☐ Application treats some of the requested elements in an incomplete or limited manner. Examples, evidence, and support are simple or superficial.</p>	<p>☐ Application provides insufficient information on many or most of the requested elements, Presents incomplete or disconnected details, evidence, and reasoning so that it is unclear how the grant will be used to accomplish the purpose for which it is intended.</p>
<p>☐ Application reflects an unusually clear and comprehensive understanding of needs based on a variety of input. It clearly shows how these needs, as well as strengths and resources, led to the selection of the schools designated in the application.</p>	<p>☐ Application reflects a sound understanding of district/school needs, based on a variety of input. It provides some evidence on how these needs, as well as other factors, led to the selection of the schools designated in the application.</p>	<p>☐ Application reflects a basic understanding of needs, but may omit input from students, families, law enforcement, or community members. Reflects little or no evidence of how these needs, as well as other factors, led to the selection of the schools designated in the application.</p>	<p>☐ Application reflects limited or superficial understanding of existing needs and how those needs would be addressed by the application.</p>
<p>☐ Applicant demonstrates a very strong capacity and commitment to effectively implement a tolerance education program. Application presents convincing evidence on how training and an integrated curriculum will be used resourcefully to develop a comprehensive program that complements existing tolerance education activities and/or supports the district/school plan for creating safe campuses.</p>	<p>☐ Applicant demonstrates a good capacity and commitment to implement a tolerance education program that includes training and integration into the curriculum. Application indicates that training will be used to develop a program that complements existing tolerance education activities and/or supports the district/school plan for creating safe campuses.</p>	<p>☐ Applicant demonstrates a questionable capacity and/or commitment to implement a tolerance education program. Demonstrates little or no evidence that the program developed will complement existing tolerance activities and/or support the district/school plan for creating safe campuses.</p>	<p>☐ Applicant does not demonstrate that it has the capacity and/or commitment to implement a tolerance education program.</p>

APPENDIX A

**Letter of Intent
To Submit an Application for a
Tolerance Education Program**

Mail or fax this Letter of Intent by **February 15, 2001** to:

Bonnie Williamson
Safe Schools and Violence Prevention Office
660 J Street, Suite 400
Sacramento, CA 95814

We intend to submit an application proposal for a Tolerance Education Program on or before the application deadline of April 2, 2001 by 5:00 p.m.

District or County_____CDS Code_____

Address_____City_____Zip_____

Coordinator_____Title_____

Telephone_____FAX_____

E-Mail_____

District or County Superintendent's Name_____

IF YOU MAIL THE LETTER OF INTENT, DO NOT FAX

IF YOU FAX THE LETTER OF INTENT, DO NOT MAIL

APPENDIX B

Return original and 3 copies on or before
April 2, 2001 by 5:00 p.m. to:
Bonnie Williamson
Safe Schools and Violence Prevention Office
California Department of Education
660 J Street, Suite 400
Sacramento, CA 95814

California Department of Education

PART 1

GRANT APPLICATION

Please print or type all information

Tolerance Education Program		Total Funds Requested:																						
Grant Period May 15, 2001 – May 14, 2003		CDS Code (Refer to the California Public School Directory)																						
District or County Office		Enrollment (CBEDS)																						
Address		City	Zip																					
Coordinator		Title																						
Telephone Number	Fax Number	E-Mail Address																						
District Coordinator's Signature		Date																						
Number of Schools in District or County		Number of schools participating in this grant																						
<i>Certification: I certify that I have reviewed this grant application and will support its implementation when funded.</i>																								
District or County Superintendent's Signature		Date																						
California Department of Education Use Only <table border="1"> <thead> <tr> <th>Technical Requirement Review</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Received by due date and time</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Original and three copies</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Completed cover sheet/signatures</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Assurances complete/signatures</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Format/font/space requirements</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Drug-Free Workplace Cert.-State</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Technical Requirement Review	Yes	No	Received by due date and time	_____	_____	Original and three copies	_____	_____	Completed cover sheet/signatures	_____	_____	Assurances complete/signatures	_____	_____	Format/font/space requirements	_____	_____	Drug-Free Workplace Cert.-State	_____	_____	Fiscal Year 2000-2001 PCA-Index 24108-0410 Application Status: Qualified for Review <input type="checkbox"/> Disqualified <input type="checkbox"/> Reviewed by _____ Title _____ Date _____	
Technical Requirement Review	Yes	No																						
Received by due date and time	_____	_____																						
Original and three copies	_____	_____																						
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Assurances complete/signatures	_____	_____																						
Format/font/space requirements	_____	_____																						
Drug-Free Workplace Cert.-State	_____	_____																						

This application is also available in portable document format (PDF) at:

<http://www.cde.ca.gov/spbranch/safety/>

Tolerance Education Program Assurances
(Must be submitted with Grant Application)

Original signatures of the District or County Coordinator and District or County Superintendent are required for this application and certify that:

1. The applicant district or county office has developed and adopted a Tolerance Education Program.
2. Tolerance education will be supported in the school's safe school policies, and the school will include tolerance as part of the school's discipline policies and procedures.
3. The Tolerance Education Program was developed and the application was written by members of a tolerance education team and was not developed or written solely or in part by a contracted grant application writer.
4. The funds made available through the Tolerance Education Program will be used for training and integration of tolerance skills and strategies into the curriculum and will not be used to supplant existing school programs, will not serve as an alternative funding source for pre-existing positions or salaries, and will not be used for activities commonly performed as maintenance and operations responsibilities.
5. The applicant district or county office agrees to establish a team that represents the school staff including administrators, teachers, counselors, non-teaching staff members, parents, community members, appropriate law enforcement partners, and students to develop the Tolerance Education Program.
6. The team members identified for the Tolerance Education Program will participate in training provided and will take the lead in implementing the Tolerance Education Program.
7. The applicant school district or county office agrees to maintain fiscal and program records and provide information to the California Department of Education as may be reasonably required for fiscal audit and program evaluation, including suspension, expulsion, and school crime data.
8. If funded, the district or county office will evaluate the implementation efforts and will summarize results in a report to be forwarded to Bonnie Williamson in the Safe Schools and Violence Prevention Office, 660 J Street, Suite 400, Sacramento, CA 95814. This report will be mailed no later than **June 30, 2003**.

District or County Coordinator Name (Print)

District or County Coordinator Signature

District or County Superintendent Name (Print)

District or County Superintendent Signature

District Name

Date

PART 3

Program Description (15 points). Provide clear evidence of how the training for tolerance education will complement existing programs or other safe school/violence prevention strategies. Identify how tolerance education will be infused into the entire school program including curriculum, extra-curricular activities, and discipline policies. Describe how attendees at the training sessions will work together to implement the training at the school sites and continue the program after the grant funding expires. Describe an effective strategy for involving **all** youth in tolerance education strategies. Propose a planned, effective approach for involving parents, families, and the community, including local law enforcement agencies, in reinforcing strategies related to tolerance education.

PART 4

Needs Statement (15 points). Provide district and/or county data that substantiate the need to implement a tolerance education program. Identify input from a variety of sources including, but not limited to, students, teachers, school personnel, parents, law enforcement, and community members. Indicate the district or county office use of the AB 1113 school safety block grant funds and how the use of those funds impacts the school's prioritized needs.

PART 5

Goals and Measurable Objectives (10 points). Describe the district or county goals for implementing a tolerance education program. Include measurable objectives to be accomplished by implementing tolerance education training for students and teachers.

PART 6

Activities Planned (15 points). Describe your project activities. Provide information on the anticipated number of students and teachers you will involve in each of the activities planned. Explain how you will get more students involved. Include information on how you will work with other youth clubs and organizations.

PART 7

Timeline (5 points). Create a schedule of project activities or tasks.

Date	Activity	Person(s) Responsible & Title

PART 8

Evaluation (10 points). Clearly describe how the district or county office will determine the degree to which the measurable objectives, stated in Part 5, are accomplished. Describe the behaviors, skills, and/or attitudes that will be measured to determine program effectiveness. Include what you expect to happen as a result of the activities you plan.

PART 9

Budget Summary (10 points). Provide sufficient detail of the types of expenses anticipated for training and program implementation costs for a tolerance education program.

Indicate anticipated expenses for tolerance education training, in-service training, and program implementation. Funds can be used for site coordinator stipends (up to 5% of grant amount); substitute costs; supplies; curriculum resources; training and in-service costs; travel (including lodging, transportation costs, and meals); duplicating costs; postage.

Costs that are **not** allowed are salaries; indirect costs; food; capital outlay; capital improvement.


Object Code	Classifications	State Funds Requested
1000-1999	Certificated Personnel Salaries (Substitute release time only; days/rates):	\$ _____
3000-3999	Employee Benefits (Substitute release time only; days/rates):	\$ _____
4300	Instructional Materials/Supplies (Give details):	\$ _____
4500	Supplies	\$ _____
5100	Contracts for Services (Provide name of contractor, dates, rates, location of service):	\$ _____
5200	Other Operating Expenses: (Travel; lodging; per diem)	\$ _____
TOTAL FUNDS REQUESTED		\$ _____

State of California

DRUG-FREE WORKPLACE CERTIFICATION

STD.21(REV. 12-93)

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
BY (Authorized Signature) 	DATE EXECUTED
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code) ()
TITLE	

CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS

The contractor of grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until _____
(NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

APPENDIX D

RESOURCES

The following list of resources may assist you in exploring materials and strategies that other have found helpful in developing a Tolerance Education Program. It is not an all-inclusive list, but it is intended to be a helpful starting point.

The following resources provide information on curricula, standards, best practices, and trainers in tolerance education.

Anti-Defamation League, A World of Difference Institute, Los Angeles, CA
(212) 885-7700; www.adl.org

CDE sponsored hate-motivated behavior workshops, Alameda County Office of Education, Hayward, CA (510) 670-4220;
www.alameda-coe.k12.ca.us/acoe/HATECRIMES/index.html

Getting Results, California Action Guide to Creating Safe and Drug-Free Schools and Communities, Part I, California Department of Education, 1998 (1-800-995-4099)

Intergroup Clearinghouse, San Francisco, CA (415) 564-9410; E-mail address:
StopHatred@aol.com

Simon Wiesenthal Center, Museum of Tolerance, Los Angeles, CA (310) 553-8403;
www.wiesenthal.com

Southern Poverty Law Center, Montgomery Alabama (334) 264-0286; www.splcenter.org/